



Lavant

C.E. Primary School

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8th October 2021

Dear Parents/Guardians

BOOKING SYSTEM FOR PARENT CONSULTATIONS

Parent consultation evenings this term will be on Tuesday 19th October and Thursday 21st October from 3.30pm - 6.00pm. This first consultation of the year is primarily to discuss how your child has settled into the new academic year and to share their learning targets for the term ahead. Each consultation may last up to 10 minutes.

As COVID-19 cases remain high in the area, we will be holding consultations over Zoom again this term. Before the evening we will inform you of the zoom meeting ID number and passcode (please keep these confidential). To enable smooth running of each evening, please ensure you are logged into the meeting slightly before your time slot and you will be held in the waiting room. At your allocated time, your class teacher will admit you into the meeting. Teachers will do their very best to keep to time but please be patient if you are kept in the waiting room for a few minutes. Please note that if you have more than one child please do not book consecutive appointments in case a teacher is running slightly late. To help ensure teachers are able to keep to time, we ask that if you have anything you wish to discuss in greater detail, please make an additional appointment for another time.

If you do not have the facilities to access a Zoom meeting and therefore require a telephone consultation, **please do not book a slot using the online booking system**, but contact your child's teacher directly to arrange a separate appointment at a mutually convenient time.

To help your child's teacher prepare for your meeting please take some time to talk to your child about how they have settled into this new academic year and make a note of any key points on the parents evening form. Please also include any additional points that, if time allows, you would like to discuss at the meeting. Please return the completed form to school by **Friday 15th October**.

How to Book an Appointment

- you will need your log in details for our school website (username and password). If you cannot remember your details, the username will be your first name – dot – your surname, i.e. joe.bloggs. You can then go to the login and click 'I've forgotten my password'. (Log in details for new parents in Wren class are being sent separately to this letter)
- visit our school website www.lavant.w-sussex.co.uk
- on the top right of the screen, click the login button
- enter your username and password

- this next screen is your parent screen, which you can login to at any time. You will see your child's attendance and if you have more than one child, there is a drop down box above the attendance data for you to switch between children
- at the top of the page, go to the 'Parent Evening' tab
- from 6:00pm Sunday 11th October, there will be a yellow box showing the dates of the parent consultation evenings. Click on 'View Event Bookings' at the bottom right of this box
- your child/ren's names are on the next screen
- click on your child's name and 'Book/View'
- select a booking date and time with that child's class teacher. You can switch between Tuesday 19th October and Thursday 21st October by clicking the tab at the top. You will only be able to make one booking
- if times are shaded out then they have already been booked
- press 'Save' to confirm
- if you have another child, then you will need to repeat the process by clicking on their name (please note as above – if you have more than one child please do not book consecutive times to enable you to move between classrooms).
- appointments can be cancelled or changed by clicking back on the child
- please remember that all parents will have access to the system from 6pm on Sunday 10th October and appointments will be allocated on a first-come, first-served basis
- the system does work slightly quicker if you use Google Chrome
- if you are unable to attend on either of these days or your preferred time slot is already taken, then please contact your child's class teacher to arrange another time

**The booking window will open at 6pm on Sunday 10th October
and close at 12pm on Thursday 14th October 2021**

Yours sincerely



Adrian King